

# Procurement Readiness Checklist



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## A Buyer-Aligned Self-Assessment

Use this checklist to assess whether your business is positioned to be evaluated, awarded, and trusted by government buyers and primes. A “No” response indicates a readiness gap—not a failure—but one that should be addressed before pursuing additional opportunities.

### Pillar 1: Administrative Readiness

**Buyer expectation:** You can be awarded without delays or clarification.

- SAM registration is active and accurately reflects the business entity
- NAICS codes align to the industry/ industries we operate in
- Product Service Codes are selected and align with our core competencies
- Entity name, physical address, and ownership information are consistent across systems
- Business banking information is current and correct
- No known exclusions, lapses, or administrative red flags
- We can accept an award today without administrative cleanup

### Pillar 2: Financial & Operational Readiness

**Buyer expectation:** You can perform without financial or operational instability.

- We understand our cost structure for the work we pursue
- We can invoice correctly and on time
- We can track labor, expenses, and deliverables
- We have sufficient cash flow or access to capital to perform

- We can support contract types relevant to our offerings (FFP, T&M, etc.)
- Financial or operational issues would not disrupt performance

## Pillar 3: Capability Alignment

**Buyer expectation:** You clearly solve the problem being procured.

- Our offerings are clearly defined and easy to understand
- We know what agencies/ primes buy what we sell
- We know which requirements we are well-aligned to pursue
- We do not rely on vague or overly broad service descriptions
- Our capabilities are framed around buyer needs—not internal strengths
- A buyer could quickly determine whether we are a fit
- We avoid pursuing opportunities outside our realistic scope

## Pillar 4: Past Performance & Credibility

**Buyer expectation:** There is evidence you can deliver reliable results.

- We have relevant past performance (prime or subcontractor)
- Transferable experience is documented and defensible
- We can clearly explain our role and outcomes on past work
- References are available and prepared to speak to performance
- Past performance supports the work we are pursuing
- Our credibility does not rely solely on future potential

## Pillar 5: Execution & Compliance Readiness

**Buyer expectation:** You can manage the work after award.

- We can track tasks, deadlines, and deliverables
- We have basic document control practices in place
- Communication responsibilities are clear internally
- We understand reporting or compliance requirements for our work
- We can respond to audits, modifications, or oversight
- Performance would not break down under increased scrutiny

## Final Check

- We can explain our readiness confidently without qualification
- We know which gaps to address before scaling pursuit activity

***Need Help? Have Questions? [Schedule a Call](#)***